

*Comments on*



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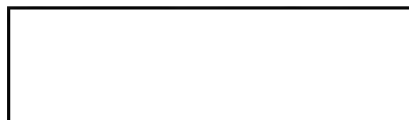
1. Must we issue "request to destroy" on general administration housekeeping file; working file; communications control file (abstract file slips, logs, manifests, document receipts), etc.?
2. If it is determined that records may be subject to pending legal & investigative requirements, why would we continue to request destruction? (para 4 - last two sentences)?
3. Biggest problem - of course - is in para 5c.

"litigation or possible litigation"

and

"actual or potential legal or investigative requirements"

"possible" or "potential" could include Privacy Act requests for T&A cards (35 cu/ft. per year now held 3 years), and temporary payroll case file (42 cu/ft. per year, held 10 years). Increasing retention of items like these would result in tremendous storage problems. And we really can't afford to film them all.



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